

SUMMARY OF CHANGES

| Remove Page | Insert Page | Explanation of Changes |
|-------------------------|-------------------------|--|
| 1-1 | 1-1 | Provides new version number; date of current update |
| 1-2 through 1-6 | 1-2 through 1-6 | Revised Table of Contents |
| 5-1 | 5-1 | Adds Sub-agency Transfer Form title to list of content |
| 5.2-2 | 5.2-2 | Revised Request for Initiation of Sub-agency Transfer form |
| 6.1-1 | 6.1-1 | Adds new Action/Reason Code SLR and NOAC 817 |
| 6.1-2 | 6.1-2 | Adds Earning Code 946 to Data Change |
| 6.1-3 through 6.1-7 | 6.1-3 through 6.1-7 | Pages were repaginated |
| 6.2-1 | 6.2-1 | Includes change actions for various earnings codes; adds Danger Pay |
| 6.9-1 | 6.9-1 | Adds Student Loan Repayment to title |
| 8.1-1 through 8.1-3 | 8.1-1 through 8.1-3 | Adds more information on Corrections |
| 10-1 | 10-1 | Adds Generating a Pay Plan EN WGI/Trial Period Report to list of content |
| 11.1-1 through 11.1-2 | 11.1-1 through 11.1-2 | Adds more information on WGI Processing |
| 12.1-1 | 12.1-1 | Adds sentence regarding using Mass Awards Processing for more than 15 employees |
| 14-1 | 14-1 | Replaces Retention Allowance Percentages with Earnings Codes; adds Competitive Areas |
| 14.1-1 | 14.1-1 | Adds Action/Reason Code SLR and NOAC 817 |
| 14.1-2 | 14.1-2 | Adds Danger Pay |
| 14.1-3 through 14.1-7 | 14.1-3 through 14.1-7 | Pages were repaginated |
| 14.5-19 through 14.5-21 | 14.5-19 through 14.5-21 | Adds PAR Remarks |
| 14.8-1 | 14.8-1 | Corrects font size |
| 14.8-2 | 14.8-2 | Page was repaginated |
| 14.29-1 | 14.29-1 | Adds Danger Pay Earnings Codes |
| 14.29-2 through 14.29-3 | 14.29-2 through 14.29-3 | Pages were repaginated |

CHRIS HR USERS' MANUAL

Version 4.3
Updated March/2004

September 2003



Based on PeopleSoft Version 8.0

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5 Change Actions

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- ⇒ **Non SF-50 Change/Correction – NOA Code 966**
- ⇒ **SF-113 Ceiling Flag**
- ⇒ **Denial Of WGI**
- ⇒ **Termination Of Grade Retention**

REQUEST FOR INITIATION OF SUB-AGENCY TRANSFER
(To be completed by gaining Sub-agency)

To CHRIS Functional Hotline:

Fax (304) 285-0902

The employee shown below has been selected for a position in the new DOE sub-agency referenced below. Please initiate the sub-agency transfer action in CHRIS and advise the gaining HR Office when the action has been entered in "REO" PAR Status.

| Data Field | Enter Employee & Position Information Referenced in First Column |
|---|---|
| Employee's Name | |
| Employee's NID (SSN) | |
| EMPLID (If available) | |
| Gaining Sub-agency | |
| Losing Sub-agency | |
| Effective Date | |
| NTE Date (If any) | |
| Action Code* (e.g., DEM, POS, or XFR, etc.) | |
| Reason Code* (e.g., CMP, PRO, or REA, etc.) | |
| NOA Code* (e.g., 713, 721, 702, etc.) | |
| Authority 1 | |
| Authority 2 (If required) | |
| New Position Number | |
| New Official Position Title | |
| New Pay Plan | |
| New Occupational Series | |
| New Grade | |
| New Step | |
| New Base Pay (If Pay Plan is EJ, EK, EN, SL, or ST) | |
| New Competitive Area** | |
| New Account Code (Appropriations Code) | |

Action concurred by:

HRPOC/Personnel Specialist (Gaining Sub-agency): (After signing, fax to losing Sub-agency)

Signature

Date

HRPOC/Personnel Specialist (Losing Sub-agency): (After signing, fax to CHRIS Functional Hotline, (304) 285-0902)

Signature

Date

* See Chapter 14 of the CHRIS Users' Manual for lists of Action, Reason, and NOA Codes.

** See Chapter 14 of the CHRIS Users' Manual for a list of Competitive Areas. Use the Competitive Area Request Form in Chapter 3 of the CHRIS Users' Manual to request a new Competitive Area.

6.1 CHRIS Action/Reason Code and Nature of Action Crosswalk – Pay Change Actions

| Action Code | Action Description | Action/Reason Code | Nature of Action/Codes |
|-------------|----------------------------|--|--|
| ADL | Concurrent Appointment | CAR - Career Appointment CCA - Career-Conditional Appointment | 100 - Career Appt 101 - Career-Cond Appt 107 - Emergency Appt 120 - O/S Ltd Appt 130 - Transfer 132 - Mass Transfer 140 - Reins-Career 141 - Reins-Career-Cond 170 - Exc Appt 171 - Exc Appt NTE 198 - Interim Appt in Nonduty Status 199 - Interim Appt |
| ASC | Intl Assignment Completion | ASC – Intl Assignment Completion | 500 - Conv to Career Appt |
| ASG | Intl Assignment | FEX – Foreign Expatriate Assignment FIN – Foreign Inpatriate Assignment FLA – Foreign Loan Assignment NAT – Third Country National | 520 - Conv to O/S Ltd Appt |
| AWD | Award - Monetary | ENB – NNSA EN Empl Perf Bonus GNG – Group Gainsharing Award GNS – Gainsharing Award ING - Group Invention Award (Patent) INV – Individual Invention Award (Patent) NBG – Superior Accomplishments/Personal Effort Group Cash Award - NBO-WAPA Only NBO - Superior Accomplishment/Personal Effort Individual Cash Award - NBO-WAPA Only NBS - Superior Accomplishment/Personal Effort Individual Cash Award - NBS-WAPA Only NSG - Superior Accomplishment/Personal Effort Group Cash Award - NBS-WAPA Only OTG - On-The-Spot Group Award OTS - On-The-Spot Individual Award PAW - SES Performance Award PCA - Performance Rating Cash Award RNK – SES Rank Award SCA - Superior Accomplishment/Personal Effort Individual Cash Award SCG - Superior Accomplishment/Personal Effort Group Cash Award SGG - Group Suggestion Award SLR - Student Loan Repayment SUG - Individual Suggestion Award TGS - Group Time-Off Suggestion Award TOP - Time-Off Performance Award TOS - Individual Time-Off Suggestion Award TSA - Time-Off Superior Accomplishment/Personal Effort Individual Cash Award TSG - Time-Off Superior Accomplishment/Personal Effort Group Cash Award TSI - Travel Savings Incentive | 817 - Student Loan Repayment 840 - Individual Cash Award 841 - Group Cash Award 842 - Individual Suggestion/Invention Award 843 - Group Suggestion/Invention Award 845 - Travel Savings Incentive 846 - Individual Time-Off Award 847 - Group Time-Off Award 878 - SES Rank Award 879 - SES Performance Award |

| | | | |
|-----|-----------------------|--|--|
| BON | Bonus | REC – Recruitment Bonus REL – Relocation Bonus SEP – Separation Incentive RFB – Referral Bonus | 815 - Recruitment Bonus 816 - Relocation Bonus 825 - Separation Incentive 848 – Referral Bonus |
| DEM | Change to Lower Grade | CAO – Change to Lower Grade - CAO CMP – Competitive Selection EMP - At Employee's Request FPP – Failed Probationary Period ING - RIF - No Grade Retention MIS – Misconduct MSP – MSPB Decision NCS – Issuance of New Class Standards OMB – Resulting from OMB Circular A-76 ORG – Reorganization OTH – Other PLF – Placement in lieu of RIF PSC – Position Change RCL – Resulting from Reclassification RFF - Resulting from RIF RGR - RIF - Grade Retention RPL – Resulting from RPL, CTAP, ICTAP RTN – Change to Lower Grade TTP – Termination of Temporary Promotion USP – Unsatisfactory Performance VRA – VRA Appointment | 713 - Change to Lower grade 740 - Position Change 741 - Position Change NTE |
| DTA | Data Change | B&R - Change Fund Type/B&R Code CAC – Change - Agency Code CAI - Change – Annuitant Indicator CBU - Change – Bargaining Unit CCP - Change/Correct Position Number CDE - Change in Data Element CDP – Correction - Department CFC - Change – FLSA Category CJC – Correction - Job Code COC - Change – Occup Code CON – Change in Organization Name CPI - Change – Personnel Office ID CPO - Change – Position Occupied CPR - Change – Pay Rate Determinate CSA – Change in Sub-Agency CSO – Change in Sub-Agency & Org Name CSV – Change in Supervisor CTL – Change in Title DTY - Change in Duty Station DWI - Denial of Within Grade Increase EMP - At Employees Request EXC - Exception to RIF Release FEG - FEGLI Change FLB - Elected Full Living Benefits FTI – From FT to Intermittent FUL - From Part-Time to Full-Time HRS - Change in Hours IFT – From Intermittent to FT IPT – From Intermittent to PT NMC - Name Change NSF – Change/Correct Non-SF-50 Element NTE - Continuance NTE OTH – Other PAR - From Full-Time to Part-Time PLB - Elected Partial Living Benefits PTI – From PT to Intermittent RET - Change in Retirement Plan SCD - Change in SCD STC - Status Change TEN - Change in Tenure Group VET - Change in Veterans Preference | 750 - Continuance NTE 755 - Exception to RIF Release 780 - Name Change From 781 - Change in Work Schedule 782 - Change in Hours 792 - Change in Duty Station 800 - Change in Data Element 803 - Change in Retirement Plan 805 - Elected Full Living Benefits 806 - Elected Partial Living Benefits 880 - Change in Tenure Group 881 - FEGLI Change 882 - Change in SCD 883 - Change in Vet Preference for RIF 888 - Denial of WGI 904 – Change Fund Type/B&R Code 927 – Change in Sub-Agency 928 - Change in Sub-Agency & Org Name 929 - Change in Organization Name 933 - Change in Title 940 – Standby Premium Pay 941 – Non-Foreign COLA 942 – Post Allowance 943 – Foreign Post Differential 944 – Home Leave Authorization 945 – Physician's Comparability 946 - Danger Pay 966 - Change/Correct Non-SF-50 Element |

CHRIS HR Users' Manual

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|-----|-----------------------|--|---|
| EXT | Extension of NTE Date | CON - Conversion to Appt NTE EAN - Extension of Appt NTE EEA - Conversion to Exc Appt NTE EFN - Extension of Furlough NTE ELP - Extension of LWOP NTE EPC - Extension of Position Change NTE EPN - Extension of Promotion NTE ESE - Extension of SES Limited Appt NTE ETA - Ext of Term Appt NTE EXT - Extension of NTE Date SLG - Assignment to State/Local Gov. | 515 - Conversion to Appt NTE 571 - Conv to Excepted Appt NTE 760 - Extension of Appt NTE 762 - Extension of SES Limited Appt NTE 765 - Ext of Term Appt NTE 769 - Extension of Prom NTE 770 - Extension of Position Change NTE 772 - Extension of Furlough NTE 773 - Extension of LWOP NTE |
| HIR | Hire | ADM - Administrative Accession BRO - Brought into Competitive Service CMP - Competitive Appointment DEM - Change to Lower Grade ECA - Expert/Consultant Appointment EMG - Emergency Appointment EXC - Excepted Service Appointment EXO - Executive Order Appointment FNA - Foreign National Appointment IPA - Intergovernmental Personnel Act LAT - Lateral MIL - Military NPS - New Position OVS - Overseas Limited Appointment PRO - Promotion RES - Reinstatement Appointment RRR - Restoration/Reemployment Right SCH - Schedule A, B, C, Appointment SES - Senior Executive Service Appt STQ - Appointment Status Quo TMP - Temporary Appointment TRN - Trainee VOL - Volunteer Appointment VRA - VRA Appointment XFR - Transfer from Agency ZCL - Change to Lower Grade - CAO ZCV - Conversion to - Appt - CAO ZPC - Position Change - CAO ZPR - Promotion - CAO ZRS - Reassignment - CAO | 100 - Career Appt 101 - Career-Cond Appt 107 - Emergency Appt 108 - Term Appt NTE 112 - Term Appt - PER 115 - Appt NTE 120 - O/S Ltd Appt 122 - O/S Ltd Appt NTE 124 - Appt - Status Quo 130 - Transfer 132 - Mass Transfer 140 - Reins-Career 141 - Reins-Career-Cond 142 - SES Career Appt 143 - Reins-SES Cond 145 - Transfer SES Career 146 - SES Noncareer Appt 147 - Transfer SES Noncareer 148 - SES Ltd Term Appt NTE 149 - SES Ltd Emergency Appt NTE 170 - Exc Appt 171 - Exc Appt NTE 190 - Provisional Appt NTE 198 - Interim Appt in Nonduty Status 199 - Interim Appt 500 - Conv to Career Appt 501 - Conv to Career - Cond Appt 507 - Conv to Emergency Appt 508 - Conv to Temp Appt NTE 512 - Conv to Temp Appt-PER 515 - Conv to Appt NTE 540 - Conv to Reins-Career 541 - Conv to Reins-Career-Cond 542 - Conv to SES Career Appt 543 - Conv to Reins-SES Career 546 - Conv to SES Noncareer Appt 548 - Conv to SES Ltd Term Appt 549 - Conv to SES Ltd Emergency 570 - Conv to Exc Appt 571 - Conv to Exc Appt NTE 590 - Conv to Provisional Appt 702 - Promotion 703 - Promotion NTE 713 - Change to Lower Grade 721 - Reassignment 740 - Position Change 741 - Position Change NTE 997 - Administration Accession |
| LOA | Leave Without Pay | EDU - Education FML - Family and Medical Leave Act HEA - Health Reasons MAT - Maternity/Paternity MIL - Military Service | 430 - Placement in NonPay Status 460 - LWOP NTE 473 - LWOP - US 480 - Sabbatical NTE |

| | | | |
|-----|-----------------------|---|--|
| | | OTH – Other PTD - Partial/Total Disability REL - Relocation SAB - Sabbatical NTE SEA – Seasonal SLG - Assignment to State/Local Gov. USH - Unpaid Statutory Holiday | |
| LOF | Furlough | FUR - Furlough/Furlough NTE RED - Staff Reduction SEA - Seasonal Closure | 471 – Furlough 472 - Furlough NTE |
| LTO | Long Term Disability | LTO - Long Term Disability | 460 - LWOP NTE |
| PAY | Pay Rate Change | ADJ - Adjustment ALD - Change in Allowance/Differential AUO – Begin AUO AUT – Terminate AUO AVP - Availability Pay COL - Cost-of-Living GMW - GM WGI MER - Merit OTH - Other QSI - Quality Increase SPG - Step Progression TGR - Termination of Grade Retention WGI - Within Grade Increase | 810 - Change in Allowance/Differential 818 – AUO 819 - Availability Pay 850 - MD/DDS Special Pay 855 - Head Nurse Pay 866 - Termination of Grade Retention 867 - Interim WGI 868 - Termination of Interim WGI 891 - GM WGI 892 - Quality Inc 893 – WGI 894 - Pay Adj 895 - Locality Payment 899 - Step Adjustment |
| PLA | Paid Leave of Absence | PDR – Pending Disability Retirement PTD – Partial/Total Disability SEA – Seasonal | 480 – Sabbatical NTE |
| POS | Position Change | CAO - Position Change – CAO COC - Change in Occupational Code CON – Change in Org Name CSA – Change in Sub-Agency CSO – Change Sub-Agency & Org Name CSV – Change in supervisor EMP - Employee Request FPP – Failed Probationary Period ILR – In Lieu of RIF INA - Position Inactivated JRC – Job Re-Classification NCS - Issuance of New Class Standard NEW - New Position OTH - Other PRO – Promotion REA – Realignment RED – Reorganization REL – Realignment - CAO RIF – Resulting from RIF RSG – Reassignment STA - Position Status Change TTL – Title Change UPD – Position Data Update XFR – Transfer | 500 - Conversion to Career Appt 721 – Reassignment 740- Position Change 790 – Realignment 933 – Change in Title |
| PRO | Promotion | CAO – Promotion - CAO CMP - Competitive Promotion CNT - Conversion to Appointment NTE CNV - Conversion – CAO CPT - Conversion to Appointment ECM - Exception to Competition ECR - Exception to Competition in Lieu of RIF EXC - Promotion Excepted Service FAI – Failure to Receive Proper Consideration NCP - Normal Career Progression NTE - Promotion NTE OTH - Other | 500 - Conv to Career Appt 501 - Conv to Career-Cond Appt 507 - Conv to Emergency Appt 508 - Conv to Term Appt NTE 512 - Conv to Term Appt - PER 515 - Conv to Appt NTE 520 - Conv to O/S Ltd Appt 522 - Conv to O/S Ltd Appt NTE 524 - Conv to Appt - Status Quo 540 - Conv to Reins-Career 541 - Conv to Reins-Career-Cond 542 - Conv to SES Career Appt |

| | | | |
|-----|------------------------------------|--|---|
| | | RFR – Reclassification RPR - Re-Promotion (Exception to Comp) RTL - Removal of Time Limitation UPG – Upgrade | 543 - Conv to Reins-SES Career 546 - Conv to SES Noncareer Appt 548 - Conv to SES Ltd Term Appt 549 - Conv to SES Ltd Emergency 570 - Conv to Exe Appt 571 - Conv to Exe Appt NTE 590 - Conv to Provisional Appt NTE 702 - Promotion 703 - Promotion NTE |
| REC | Return from Suspension/Furlough | RTD - Return to Duty | 292 - Return to Duty |
| REH | Rehire | CMP - Competitive Appointment ECA - Expert/Consultant Appointment EMG - Emergency Appointment EXC - Excepted Service Appointment EXO - Executive Level Appointment FNA - Foreign National Appointment IPA – Intergovernmental Personnel Act MIL - Military OVS - Overseas Limited Appointment RES - Reinstatement/Reemployment RRR - Restoration/Reemployment Right SCH - Schedule A, B, C Appointment SES – Senior Executive Service Appt STQ - Appointment Status Quo TMP - Temporary Appointment TRN - Trainee VOL - Volunteer Appointment VRA - VRA Appointment XFR – Transfer from Agency | 100 - Career Appt 101 - Career-Cond Appt 107 - Emergency Appt 108 - Term Appt NTE 112 - Term Appt - PER 115 - Appt NTE 120 - O/S Ltd Appt 122 - O/S Ltd Appt NTE 124 - Appt – Status Quo 130 - Transfer 132 - Mass Transfer 140 - Reins-Career 141 - Reins-Career-Cond 142 - SES Career Appt 143 - Reins-SES Cond 145 - Transfer SES Career 146 - SES Noncareer Appt 147 - Transfer SES Noncareer 148 - SES Ltd Term Appt NTE 149 - SES Ltd Emergency Appt NTE 170 - Exc Appt 171 - Exc Appt NTE 190 - Provisional Appt NTE 198 - Interim Appt in Nonduty Status 199 - Interim Appt 500 – Conv to Career Appt 501 – Conv to Career – Cond Appt 507 – Conv to Emergency Appt 508 – Conv to Temp Appt NTE 512 – Conv to Temp Appt-PER 515 – Conv to Appt NTE 540 – Conv to Reins-Career 541 – Conv to Reins-Career-Cond 542 – Conv to SES Career Appt 543 – Conv to Reins-SES Career 546 – Conv to SES Noncareer Appt 548 – Conv to SES Ltd Term Appt 549 – Conv to SES Ltd Emergency 570 – Conv to Exe Appt 571 – Conv to Exe Appt NTE 590 – Conv to Provisional Appt 702 – Promotion 703 – Promotion NTE 713 – Change to Lower Grade 721 – Reassignment 740 – Position Change 741 – Position Change NTE 997 – Administrative Accession |
| RET | Retirement | DIS – Disability ERT - Early Retirement (Special Option) ILI – Retired - ILIA Adverse Action MAN - Mandatory RET - Retired | 300 - Retirement - Mandatory 301 - Retirement - Disability 302 - Retirement - Voluntary 303 - Retirement - Special Option 304 - Retirement – ILIA |

| | | | |
|-----|-----------------------|---|---|
| | | RVL - Retired - Voluntary | |
| RFL | Return from LWOP | RFL - Return from LWOP | 280 - Placement in Pay Status 292 - Return to Duty 293 - Return to Pay Status |
| STO | Short Term Disability | STD - Short Term Disability | 460 - LWOP NTE |
| SUS | Suspension | DAC - Disciplinary Action DSB - Disorderly Behavior ILA - Illegal Action IND - Suspension - Indefinite NTE - Suspension NTE | 450 - Suspension NTE 452 - Suspension - Indefinite |
| TER | Termination | ADM - Administration Separation ATT - Attendance CHI - Child/House Care CON - Misconduct DEA - Death DIS - Dishonesty DPP - During Probationary/Trial Period DSC - Discharge EES - Dissatisfied w/Fellow Employee EFT - End of Fixed-Term Contract ELI - Elimination of Position EXP - Expiration of Appointment FAM - Family Reasons HEA - Health Reasons HRS - Dissatisfied with Hours ILL - Illness in Family INS - Insubordination JOB - Job Abandonment LOC - Dissatisfied with Location LOW - Lack of Work/Funds LVE - Failure to Return from Leave MAR - Marriage MIS - Misstatement on Application MSP - Directed by MSPB MUT - Mutual Consent OTH - Other OTP - Resignation - Other Position PAY - Dissatisfied with Pay PER - Personal Reasons POL - Dissatisfied w/Comp. Policies PRM - Dissatisfied w/Promotion Opps PTD - Partial/Total Disability RAT - Retired from Affiliate RED - Staff Reduction REF - Refused Transfer REL - Relocation RES - Resignation RET - Return to School RIL - Resignation - ILIA RLS - Release RMV - Removal SEC - National Security SUP - Dissatisfied with Supervision TAR - Tardiness TRA - Transportation Problems TYP - Dissatisfied with Type of Work UNS - Unsatisfactory Performance VIO - Violation of Rules VSP - Voluntary Separation Program WOR - Dissatisfied with Work Conditions XFR - Transfer - Appt In ZCL - Change to Lower Grade - CAO ZCV - Conv to Appt - CAO ZPC - Position Change - CAO | 312 - Resignation - ILIA 317 - Resignation 330 - Removal 350 - Death 351 - Termination - Sponsor Relocating 352 - Termination Appt in 353 - Separation - US 355 - Termination - Exp of Appt 356 - Separation - RIF 357 - Termination 385 - Term during prob/trial period 390 - Separation - Appt in 500 - Conv to Career Appt 501 - Conv to Career-Cond Appt 507 - Conv to Emergency Appt 508 - Conv to Term Appt NTE 512 - Conv to Term Appt - PER 515 - Conv to Appt NTE 540 - Conv to Reins-Career 541 - Conv to Reins-Career-Cond 542 - Conv to SES Career Appt 543 - Conv to Reins-SES Career 546 - Conv to SES Noncareer Appt 548 - Conv to SES Ltd Term Appt 549 - Conv to SES Ltd Emergency 570 - Conv to Exc Appt 571 - Conv to Exc Appt NTE 590 - Conv to Provisional Appt NTE 702 - Promotion 703 - Promotion NTE 713 - Change to Lower Grade 721 - Reassignment 740 - Position Change 741 - Position Change NTE 903 - Administration Separation |

| | | | |
|-----|-------------------------|--|------------------------------------|
| | | ZPR – Promotion – CAO | |
| | | ZRS – Reassignment – CAO | |
| XFR | Reassignment/Conversion | CAO - Conv to Appointment - CAO | 500 - Conv to Career Appt |
| | | CRM - Competitive Reassignment | 501 - Conv to Career-Cond Appt |
| | | CTA - Conv to Appointment | 507 - Conv to Emergency Appt |
| | | EER - Employee Request | 508 - Conv to Term Appt NTE |
| | | EXC - Exception to Competition | 512 - Conv to Term Appt – PER |
| | | FPP – Failed Managerial/Supervisory Period | 515 - Conv to Appt NTE |
| | | ILR – In Lieu of RIF | 520 - Conv to O/S Ltd Appt |
| | | MRR - Manager Request | 522 - Conv to O/S Ltd Appt NTE |
| | | MSP - MSPB Decision | 524 - Conv to Appt-Status Quo |
| | | NCS - Issuance of New Classification Standards | 540 - Conv to Reins-Career |
| | | OMB - Resulting from OMB Circular A-76 | 541 - Conv to Reins-Career-Cond |
| | | PRO - Promotion | 542 - Conv to SES Career Appt |
| | | PSC - Position Change - CAO | 543 - Conv to Reins-SES Career |
| | | PSN - Position Change | 546 - Conv to SES Noncareer Appt |
| | | RCA - Reassignment - CAO | 548 - Conv to SES Ltd Term Appt |
| | | RCL - Resulting from Reclassification | 549 - Conv to SES Ltd Emergency |
| | | REA - Realignment | 570 - Conv to Exc Appt |
| | | RIF – RIF | 571 - Conv to Exc Appt NTE |
| | | RLC - Realignment - CAO | 590 - Conv to Provisional Appt NTE |
| | | ROR - Reorganization | 721 – Reassignment |
| | | ROT - Reassignment (Other) | 740 - Position Change |
| | | RPL - Resulting from RPL, CTAP, ICTAP | 741 - Position Change NTE |
| | | SES – Senior Executive Service Appt | 790 – Realignment |
| | | VRA - VRA Appointment | |

6.2 Earnings Code

Earnings codes are used in CHRIS to establish, change, and terminate other pay, allowances, and differential.

- A separate action must always be processed to establish, change, or terminate each of these entitlements, allowances, and/or differentials. You must never use another personnel transaction such as hire, promotion, or reassignment to **establish, change, and/or terminate** these entitlements, allowances, and/or differentials. If one of these entitlements, allowances, and/or differentials begins, changes, or ends simultaneously with another personnel transaction, process two separate actions with the same effective date.
- In cases where an employee is eligible simultaneously to more than one entitlement, allowance, and/or differential all relevant earnings codes must be carried forward on each personnel action effective during that period.
- When a new entitlement, allowance, and/or differential is granted, you must click on the (+) within the Earnings Code box to insert a new earnings code row. **Do not delete or overwrite the existing earnings code row in these cases.**
- The only time you will actually remove an Earnings Code from any personnel transaction is when an action is being processed to terminate an entitlement.

The following NOA codes must be used to process these actions.

| NOA Code | NOA | Purpose |
|----------|---------------------------|---|
| 810 | Chg in Allow/Diff | Establish, change in percentage or terminate retention allowance or supervisory differential |
| 818 | AUO | Establish, change in percentage or terminate administratively uncontrollable overtime entitlement |
| 819 | Availability Pay | Establish or terminate availability pay |
| 940 | Standby Premium Pay | Establish, change in percentage or terminate standby premium |
| 941 | Non-Foreign COLA | Establish, change in percentage or terminate non-foreign COLA |
| 942 | Post Allowance | Establish, change rate, or terminate post allowance |
| 943 | Foreign Post Differential | Establish, change percentage, or terminate foreign post differential |
| 944 | Home Leave | Establish, change rate, or terminate home leave |
| 945 | Physician's Comparability | Establish, change rate, or terminate physicians comparability allowance |
| 946 | Danger Pay | Establish, change percentage, or terminate danger pay |

Refer to Chapter 14 of this manual for a complete list of Earning Codes used in CHRIS.

6.9 Award - (Individual/Group Cash, Invention, Suggestion, Student Loan Repayment, Time Off, Travel Savings Incentive, etc.)

NOTE:

1. If an award needs to be processed for an employee who has been reassigned (or promoted) to a different office than the one granting the award, the HR Office processing the award must coordinate the personnel action with the employee's current HR Office. Awards are charged to the employee's current organization; therefore, if the award was granted by the employee's former organization, the former organization must reimburse the current organization for the award amount paid to the employee. When mass award actions are processed by the CHRIS staff, both the current and former HR Office will be notified that coordination of the award payment will be needed.
2. In accordance with the DFAS pay system, two awards with the same NOAC and same effective date cannot be processed.

Step 1 Process Personnel Action

Administer Workforce > Administer Workforce (USF) > Use > Request Action

Data Control

1. Select Employee.
2. **Insert** a row (+).
3. Enter the **Actual Effective Date**. **PAR Status** defaults to *REQ*.
4. Select **Action**.
5. Select **Reason Code**.
6. Enter **Authority#1** and/or **Authority #2** for NOA Code 878, SES Rank Award, or 879, SES Performance Award Only; if the authority requires inserts, enter them within the space provided to the right of the **Authority Code** field or as part of the actual **Authority Code** text.

PAR Remarks

1. Enter remark code in **Remark CD** field. Press (+) to insert additional remarks. Press (-) to delete unnecessary remarks. Use the < or > to view remarks.

Tracking Data

1. **Action Taken date** defaults to system date. The **Action Taken date** appears in Block 49 of the SF-50. This date must be on or before the effective date of the action. To change (if necessary):
 - a) Check the **Action Dt Ovrld** box.
 - b) Change **Action Taken date**.
 - c) Uncheck the **Action Dt Ovrld** box.
2. The **Emplid of Tracking Row** defaults to the PAR approving official for your sub-agency. The **Emplid of Tracking Row** appears in Block 50 of the SF-50. To change (if necessary):
 - a) Check the **Override Operator Emplid** box.
 - b) Enter the required approving official in the **Emplid of Tracking Row** field. DO NOT uncheck **Override Operator Emplid** box.

Award Data

1. Enter **Award Amount** or **Hours** as required.

8.1 Correction

NOTE:

1. Use this procedure to correct official OPM actions as well as 9XX actions.
2. **NOA Code 002 can NEVER be used to correct an action with an incorrect NOA Code. You must process a NOA Code 001, Cancellation, to cancel the action with the incorrect NOA code and then re-enter the action using the correct NOA Code.** *Corrections can only be processed on actions in "PRO" PAR Status. Corrections can only be processed on items previously entered in CHRIS. To correct historical actions (not processed in the CHRIS database) see Section 13, Web Applications.*

*If this correction involves changes in Position Data such as: **Grade, Title, Series, Location, Department, Work Schedule, Position Occupied, Standard Hours, Bargaining Unit, etc.,** you must refer to the section on "Modifying a Position" under "General Procedures."*

3. For more information on refreshes, see the section entitled "Action Refreshes."
4. Always enter remarks that fully explain what item(s) of the employee's record is being corrected. Check the *Guide to Processing Personnel Actions* for the appropriate types of remarks. Note that any correction or cancellation action that is processed through CHRIS has to be manually handled by the payroll staff; remarks enable them to correctly identify what needs to be changed and how to proceed with the 002 or 966.

Review the following before processing Corrections:

- Process a NOAC 002-Correction to **each** action with incorrect data when the data being changed appears on the SF-50. The practice of correcting the most recent action with incorrect data and adding a remark to explain that the action also corrects data on previous actions will **no longer** be acceptable *except* for Corrections of the following data elements: Date of Birth; Name; Position Number; Veterans' Preference; Veterans' Preference for RIF; Service Computation Date (Leave); Bargaining Unit Status; Position Occupied Code; Fund Type/B&R Code; FLSA Category; Tenure. All other data elements that appear on the SF-50 must be corrected by processing a NOAC 002-Correction for every SF-50 on which the error appears. Like all other NOAC 002's it is imperative to enter a remark in order to explain what is being corrected.
- Process NOAC 002-Correction to 9XX actions when incorrect data appear on these actions. NOAC 9XX actions will no longer be refreshed by the CHRIS Functional Hotline unless the refresh is completed the same day the action is entered or changed to a PAR Status of COR or PRO and before the action has been transmitted to Defense Civilian Payroll System (DCPS).
- If it is necessary to process an intervening action, the actions that have already been processed with an effective date greater than the effective date of the intervening action

will have incorrect data. If the new intervening action impacts data that appears on the SF-50 of these later actions, all of these later actions must be corrected. NOAC 002-Correction actions should be completed the same day as the intervening action to ensure that all of these actions are transmitted to the Defense Civilian Payroll System (DCPS) on the same day.

- Never process a NOAC-002-Correction to an award or bonus action to correct any salary field. This includes Basic Pay, Locality/LEO Adjustment, Adjusted Basic Pay, Total Pay and Other Pay such as Retention Allowance, Availability Pay, AUO, etc. NOAC 002-Correction actions must be processed to correct all other fields that appear on the SF-50 for awards and bonuses.
- If a NOAC 002-Correction action is processed, changes can also be made to data fields that do not appear on the SF-50. For example, if you process an intervening NOAC 893 Within-Grade Increase (WGI) and you need to process a NOAC-002 Correction to actions already in CHRIS with an effective date later than the intervening action, you should also change the LEI Date on all of these Correction actions. If changes to non-SF-50 data elements are made, use Remark Z05 to explain the changed data, in addition to any standard OPM remarks, as required.
- When multiple NOAC 002-Correction actions are processed, it is **essential that these correction actions are processed in chronological order with the oldest action being corrected first and the most recent action last**. Review the employee's Official Personnel Folder, identify the actions that have incorrect data, identify any other data fields in CHRIS that are incorrect but do not appear on the SF-50, and then complete NOAC 002-Correction actions.
- When correcting an action that already has one or more Correction actions, always remember to correct all data fields that were corrected on prior corrections. This is necessary because the new Correction action is inserted on top of the initial action and therefore copies forward data from the initial action even though the new Correction action will appear as the most recent Correction once you exit the employee's record.
- In some cases, it will be necessary to refresh salary information on NOAC 002-Correction actions. For example, an employee had a promotion that was already in CHRIS when the retroactive NOAC 895-Locality Payment was processed and that Promotion already had a NOAC 002-Correction action to correct salary fields. When the second Correction action is processed, the new NOAC 002-Correction is inserted on top of the initial action and data fields are copied forward from that action. The second Correction will reflect the salary before the new locality percentages were implemented, unless salary information is refreshed even though the first NOAC 002-Correction has correct salary information.

Step 1 Process Personnel Action

Administer Workforce > Administer Workforce (USF) > Use > Correction

Data Control

1. Select Employee.
2. Scroll to the action you want to correct; verify the **Effective Date**. If there are other 002 Correction Actions for that action, insert the current Correction Action on top of the most recent of the existing 002 Correction Actions.

3. Insert a row (+).
4. **PAR Status** defaults to *COR*.

PAR Remarks

1. Press (+) to insert **Remarks** or (-) to delete **Remarks**.
2. Use the < or > arrows to view **Remarks**.
3. If necessary, delete old remarks, and then enter appropriate remarks for the correction.
4. Be sure to include a remark stating what has been corrected.

Tracking Data

1. Enter the current date in the **Action Taken date** block. The **Action Taken date** appears in Block 49 of the SF-50.
2. Enter the **Emplid** of the PAR approving official for your sub-agency in the **Emplid of Tracking Row** block. The **Emplid of Tracking Row** appears in Block 50 of the SF-50.

Job- Any *changes that affect position must be made in Manage Positions first.*

1. If changes were made under Manage Positions:
 - a) Delete the **Position**.
 - b) Tab - this will remove prior position information.
 - c) Enter the **Position (Job Code, Agency, Sub-Agency, Department, and Location** will default from Position Data.)
 - d) Tab - this will refresh with new position information.

Compensation

1. Review/Change **Pay Rate Determinant** if applicable.
2. Enter **Step** if this Correction affects position data.

Employment 1

1. Change necessary data fields. See information on “*Using SCD Calculator*” under “*Basic Operations/Functions.*”

Employment 2

1. Change necessary data fields.

Return to Data Control

1. Save - Read the message. You must review records affected by changes and check the Review Performed Flag before saving.
2. If you are correcting an action that is **not** the most recent action, a message will direct you to review records affected by the changes and check the **Review Performed Flag** on the Data Control Page before you save the action.
3. Use the right-hand scroll bar to review subsequent actions. On each record you must check the Review check box in the upper right hand corner before saving. See section entitled “*Understanding Reviewed Flag*” under “*Basic Operations/Functions*” for an explanation of **Reviewed Flag**.
4. Scroll back to the Correction Action.
5. Save.

10 CHRIS Reporting

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11.1 Automatic WGI

Processing Automatic and Manual Within-Grade Increases (WGI's)

Automatic WGI's are processed the second Monday of each pay period. This cycle has been established to allow LWOP hours for the previous pay period to be posted in CHRIS on the first Friday of each pay period. However, some WGI's will still have to be processed manually.

- Employee has LWOP during the waiting period;
- Employee does not have a valid (or current) performance rating during the last 24 months;
- Performance rating is not fully successful or satisfactory (level 2 or below);
- REQ/INI action is pending;
- Future dated PRO action was processed effective on or after the effective date of the WGI.

It is imperative for HR Offices to maintain updated performance appraisal information in CHRIS. The automated program verifies if an employee has an acceptable (or pass) appraisal within the past 24 months in CHRIS. If so, the WGI action will be automatically updated in CHRIS in the pay period that it is effective. If the employee's latest performance appraisal (ending date) is greater than 24 months, **NO WGI WILL BE PROCESSED AUTOMATICALLY**. In this case, the CHRIS user will need to manually key the WGI action in CHRIS which will adversely affect the time and labor savings the automated program will provide.

NOTE:

If you are processing a promotion (or a conversion that results in a higher grade for the employee), you are reminded to wait until the second week of the pay period to process the action. Since the WGI could impact pay on the promotion or conversion, these actions should not be entered in CHRIS until after automatic WGIs have been processed the second Monday of the pay period.

The following procedures are recommended for WGI processing:

At the **beginning** of **each** pay period:

- Run WGI Tickler Report (**Tick_WGI Due**) for the current pay period.
 - Verify that all acceptable level of competence certifications have been received from supervisors for WGI's due during current pay period.
 - Verify that all employees have a performance rating in CHRIS dated within the last 24 months and enter missing ratings, as appropriate.
 - Process NOA Code 888-WGI Denial, as appropriate.

- Re-calculate new WGI Due Dates, as appropriate, for employees with excess LWOP, process NOA Code 966 to correct the WGI due date and set WGI Override to Manual, and enter new WGI Due Date.
- Generate WGI Notices/Certifications (Notice_WGI Certification) for WGI's due 120 days henceforth and forward these notices to supervisors for certification of acceptable level of competence.

Beginning on the **second Monday** of **each** pay period:

- Run the following queries:
 - **N_WGI_Processed** - This report will list employees who received WGI's for the current pay period through the automatic WGI process. You will be prompted to enter the pay period beginning date when you run this query.
 - **N_WGI_Due_Failed** - This report will list employees eligible for WGI's but not processed in the automatic WGI cycle for the current pay period. You will be prompted to enter the pay period beginning date when you run this query.
 - **N_WGI_Past_Due** - This report will list any employee who, according to their WGI Due Date, was due for a WGI prior to the current pay period but the WGI has not been processed.
- Review the above reports and process manual WGI's, as appropriate.
- Print and distribute SF-50's for WGI's processed during the pay period. Use mass printing capabilities to print these SF-50's.

12.1 Awards

Requesting/Processing Mass Awards Actions In CHRIS

Mass award actions for cash, time off, suggestion, SES, and travel incentive award actions can be processed in CHRIS by submitting a specially formatted Excel spreadsheet with the award amounts. This process should be used when more than 15 employees are receiving the award. The capability to initiate a group award for up to 15 employees exists in the Workflow. This process should not be used for mass processing of performance awards in conjunction with Performance Rating (see Section 11.6). Follow the steps below to request/submit mass awards for processing in CHRIS. **Lead time is needed to process these awards; therefore, the CHRIS Functional Team needs to receive the spreadsheets 2-3 days before the Friday before the effective date of the award. Otherwise, the action may be delayed a pay period.**

Step 1: Logon on to CHRIS using your site's query ID and password.

Step 2: Path: **Home > PeopleTools > Query Manager > Use > Query Manager**

Type N_MASS in the 'Search For' field and click on the Search button to generate a list of mass action queries. In the resulting query list, click on the **Run** hyperlink for N_MASS_AWARD_CANDIDATES to generate a list of your employees.

Step 3: Click on the hyperlink for 'Download results in : [an Excel Spreadsheet](#)' to run the report to EXCEL. On the File Download page, select "Open this file from its current location" and click on OK. If you see an 'Open With' window, choose MicroSoft Excel as the program you want to use. The following data fields will be included in the EXCEL report: POI, SA, Emplid, NID, Name Acct Code, Deptid, Pay Plan, Grade, Step, Base Pay, Wrk Sched, Hire Date, Last Promo Date, Perf Rating, Review Date, Awd Amt, Awd Hrs, and Manager Level.

Step 4: Save the report using a file name that you choose. **Note:** If any of the award parameters listed in step 5 below are different you will need to save this EXCEL report under additional file names to accommodate the different mass award runs. A separate EXCEL file will need to be provided to the CHRISFunctional@netl.doe.gov for each mass awards run.

Step 5: The spreadsheet may be used for award calculations. However, please heed the following warnings:

Whether you are processing cash, suggestions, SES, travel incentives, or time off awards for a group of 15 employees or 150 employees, you can generate the specially-formatted spreadsheet from CHRIS and enter the award amounts. You must use separate spreadsheets if the NOA Code/Action Reason or Effective Date are different for the group of employees. If a spreadsheet lists both cash and time-off awards, and all time-off awards have the same NOA Code/Action Reason and effective date and all of cash awards have the same NOA Code/Action Reason and effective date, the awards can be processed on the same spreadsheet. Example: The Action Reason is TOP, the NOA Code is 846, and the effective date is 02-11-02 for all time-off awards; and the Action Reason is PCA, the NOA Code is 840, and the effective date is 02-11-02 for all cash awards.

When you are finished, submit the spreadsheet along with the other required information (such as: effective date, NOA Code, action reason, etc.) to the CHRIS Functional Hotline at CHRISFunctional@netl.doe.gov for automatic processing in CHRIS. You will be notified when the actions have been processed so that you can run the mass print program to generate the SF-50 personnel actions.

14 CHRIS Terms/Codes

Contents

- ⇒ **CHRIS Action/Reason Code and Nature of Action Combined Crosswalk**
- ⇒ **DOE Personnel Office Identifiers/Sub-Agencies**
- ⇒ **Agency To/From Codes**
- ⇒ **Pay Plans and Pay Tables in CHRIS**
- ⇒ **PAR Remarks**
- ⇒ **FEGLI Codes**
- ⇒ **RNO Codes**
- ⇒ **Education Level Codes/Definitions**
- ⇒ **Annuitant Indicator Codes**
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- ⇒ **LEO Position Codes**
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- ⇒ **Tenure Codes**
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- ⇒ **Veterans Status Codes**
- ⇒ **Work Schedule Codes**
- ⇒ **Rating Patterns**
- ⇒ **Earning Codes**
- ⇒ **Competitive Areas**
- ⇒ **CHRIS Glossary**

14.1 CHRIS Action/Reason Code and Nature of Action Combined Crosswalk

| Action Code | Action Description | Action/Reason Code | Nature of Action/Codes |
|-------------|----------------------------|--|--|
| ADL | Concurrent Appointment | CAR - Career Appointment CCA - Career-Conditional Appointment | 100 - Career Appt 101 - Career-Cond Appt 107 - Emergency Appt 120 - O/S Ltd Appt 130 - Transfer 132 - Mass Transfer 140 - Reins-Career 141 - Reins-Career-Cond 170 - Exc Appt 171 - Exc Appt NTE 198 - Interim Appt in Nonduty Status 199 - Interim Appt |
| ASC | Intl Assignment Completion | ASC – Intl Assignment Completion | 500 - Conv to Career Appt |
| ASG | Intl Assignment | FEX – Foreign Expatriate Assignment FIN – Foreign Inpatriate Assignment FLA – Foreign Loan Assignment NAT – Third Country National | 520 - Conv to O/S Ltd Appt |
| AWD | Award - Monetary | ENB - NNSA EN Empl Perf Bonus GNG - Group Gainsharing Award GNS - Individual Gainsharing Award ING - Group Invention Award (Patent) INV - Individual Invention Award (Patent) NBG - Superior Accomplishment/Personal Effort Group Cash Award - NBO-WAPA Only NBO – Superior Accomplishment/Personal Effort Individual Cash Award - NBO-WAPA Only NBS - Superior Accomplishment/Personal Effort Individual Cash Award - NBS-WAPA Only NSG - Superior Accomplishment/Personal Effort Group Cash Award - NBS-WAPA Only OTG - On-The-Spot Group Award OTS - On-The-Spot Individual Award PAW - SES Performance Award PCA - Performance Rating Cash Award RNK - SES Rank Award SCA - Superior Accomplishment/Personal Effort Individual Cash Award SCG - Superior Accomplishment/Personal Effort Group Cash Award SGG - Group Suggestion Award SLR - Student Loan Repayment SUG - Individual Suggestion Award TGS - Group Time-Off Suggestion Award TOP - Time-Off Performance Award TOS - Individual Time-Off Suggestion Award TSA - Time-Off Superior Accomplishment/Personal Effort Individual Cash Award TSG - Time-Off Superior Accomplishment/Personal Effort Group Cash Award TSI - Travel Savings Incentive | 817 - Student Loan Repayment 840 - Individual Cash Award 841 - Group Cash Award 842 - Individual Suggestion/Invention Award 843 - Group Suggestion/Invention Award 845 - Travel Savings Incentive 846 - Individual Time-Off Award 847 - Group Time-Off Award 878 - SES Rank Award 879 - SES Performance Award |

| | | | |
|-----|-----------------------|--|--|
| BON | Bonus | REC – Recruitment Bonus REL – Relocation Bonus SEP – Separation Incentive RFB – Referral Bonus | 815 - Recruitment Bonus 816 - Relocation Bonus 825 - Separation Incentive 848 – Referral Bonus |
| DEM | Change to Lower Grade | CAO – Change to Lower Grade - CAO CMP – Competitive Selection EMP - At Employee's Request FPP – Failed Probationary Period ING - RIF - No Grade Retention MIS – Misconduct MSP – MSPB Decision NCS – Issuance of New Class Standards OMB – Resulting from OMB Circular A-76 ORG – Reorganization OTH – Other PLF – Placement in lieu of RIF PSC – Position Change RCL – Resulting from Reclassification RFF - Resulting from RIF RGR - RIF - Grade Retention RPL – Resulting from RPL, CTAP, ICTAP RTN – Change to Lower Grade TTP – Termination of Temporary Promotion USP – Unsatisfactory Performance VRA – VRA Appointment | 713 - Change to Lower grade 740 - Position Change 741 - Position Change NTE |
| DTA | Data Change | B&R - Change Fund Type/B&R Code CAC – Change - Agency Code CAI - Change – Annuitant Indicator CBU - Change – Bargaining Unit CCP - Change/Correct Position Number CDE - Change in Data Element CDP – Correction Department CFC - Change – FLSA Category CJC – Correction-Job Code COC - Change – Occup Code CON – Change in Organization Name CPI - Change – Personnel Office ID CPO - Change – Position Occupied CPR - Change – Pay Rate Determinate CSA – Change in Sub-Agency CSO – Change in Sub-Agency & Org Name CSV – Change in Supervisor CTL – Change in Title DTY - Change in Duty Station DWI - Denial of Within Grade Increase EMP - At Employees Request EXC - Exception to RIF Release FEG - FEGLI Change FLB - Elected Full Living Benefits FTI – From FT to Int FUL - From Part-Time to Full-Time HRS - Change in Hours IFT – From Int to FT IPT – From Int to PT NMC - Name Change NSF – Change/Correct Non-SF-50 Element NTE - Continuance NTE OTH – Other PAR - From Full-Time to Part-Time PLB - Elected Partial Living Benefit PTI – From PT to Int RET - Change in Retirement Plan SCD - Change in SCD STC - Status Change | 750 - Continuance NTE 755 - Exception to RIF Release 780 - Name Change From 781 - Change in Work Schedule 782 - Change in Hours 792 - Change in Duty Station 800 - Change in Data Element 803 - Change in Retirement Plan 805 - Elected Full Living Benefits 806 - Elected Partial Living Benefits 880 - Change in Tenure Group 881 - FEGLI Change 882 - Change in SCD 883 - Change in Vet Preference for RIF 888 - Denial of WGI 904 – Change Fund Type/B&R Code 927 – Change in Sub-Agency 928 - Change in Sub-Agency & Org Name 929 - Change in Organization Name 933 - Change in Title 940 – Standby Premium Pay 941 – Non-Foreign COLA 942 – Post Allowance 943 – Foreign Post Differential 944 – Home Leave Authorization 945 – Physician's Comparability 946 - Danger Pay 966 - Change/Correct Non-SF-50 Element |

| | | | |
|-----|-----------------------|--|--|
| | | TEN - Change in Tenure Group VET - Change in Veterans Preference | |
| EXT | Extension of NTE Date | CON - Conversion to Appt NTE EAN - Extension of Appt NTE EEA - Conversion to Exc Appt NTE EFN - Extension of Furlough NTE ELP - Extension of LWOP NTE EPC - Extension of Position Change NTE EPN - Extension of Promotion NTE ESE - Extension of SES Limited Appt NTE ETA - Ext of Term Appt NTE EXT - Extension of NTE Date SLG - Assignment to State/Local Gov. | 515 - Conversion to Appt NTE 571 - Conv to Excepted Appt NTE 760 - Extension of Appt NTE 762 - Extension of SES Limited Appt NTE 765 - Ext of Term Appt NTE 769 - Extension of Prom NTE 770 - Extension of Position Change NTE 772 - Extension of Furlough NTE 773 - Extension of LWOP NTE |
| HIR | Hire | ADM - Administrative Accession BRO - Brought into Competitive Service CMP - Competitive Appointment DEM - Change to Lower Grade ECA - Expert/Consultant Appointment EMG - Emergency Appointment EXC - Excepted Service Appointment EXO - Executive Order Appointment FNA - Foreign National Appointment IPA - Intergovernmental Personnel Act LAT - Lateral MIL - Military NPS - New Position OVS - Overseas Limited Appointment PRO - Promotion RES - Reinstatement Appointment RRR - Restoration/Reemployment Right SCH - Schedule A, B, C, Appointment SES - Senior Executive Service Appt STQ - Appointment Status Quo TMP - Temporary Appointment TRN - Trainee VOL - Volunteer Appointment VRA - VRA Appointment XFR - Transfer from Agency ZCL - Change to Lower Grade - CAO ZCV - Conversion to - Appt - CAO ZPC - Position Change - CAO ZPR - Promotion - CAO ZRS - Reassignment - CAO | 100 - Career Appt 101 - Career-Cond Appt 107 - Emergency Appt 108 - Term Appt NTE 112 - Term Appt - PER 115 - Appt NTE 120 - O/S Ltd Appt 122 - O/S Ltd Appt NTE 124 - Appt - Status Quo 130 - Transfer 132 - Mass Transfer 140 - Reins-Career 141 - Reins-Career-Cond 142 - SES Career Appt 143 - Reins-SES Cond 145 - Transfer SES Career 146 - SES Noncareer Appt 147 - Transfer SES Noncareer 148 - SES Ltd Term Appt NTE 149 - SES Ltd Emergency Appt NTE 170 - Exc Appt 171 - Exc Appt NTE 190 - Provisional Appt NTE 198 - Interim Appt in Nonduty Status 199 - Interim Appt 500 - Conv to Career Appt 501 - Conv to Career - Cond Appt 507 - Conv to Emergency Appt 508 - Conv to Temp Appt NTE 512 - Conv to Temp Appt-Per 515 - Conv to Appt NTE 540 - Conv to Reins-Career 541 - Conv to Reins-Career-Cond 542 - Conv to SES Career Appt 543 - Conv to Reins-SES Career 546 - Conv to SES Noncareer Appt 548 - Conv to SES Ltd Term Appt NTE 549 - Conv to SES Ltd Emergency Appt NTE 570 - Conv to Exc Appt 571 - Conv to Exc Appt NTE 590 - Conv to Provisional Appt 702 - Promotion 703 - Promotion NTE 713 - Change to Lower Grade 721 - Reassignment 740 - Position Change 741 - Position Change NTE 997 - Administration Accession |

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|-----|-----------------------|---|--|
| LOA | Leave Without Pay | EDU – Education FML - Family and Medical Leave Act HEA - Health Reasons MAT - Maternity/Paternity MIL - Military Service OTH – Other PTD - Partial/Total Disability REL - Relocation SAB - Sabbatical NTE SEA - Seasonal SLG - Assignment to State/Local Gov. USH - Unpaid Statutory Holiday | 430 - Placement in NonPay Status 460 - LWOP NTE 473 - LWOP - US 480 - Sabbatical NTE |
| LOF | Furlough | FUR - Furlough/Furlough NTE RED - Staff Reduction SEA - Seasonal Closure | 471 - Furlough 472 - Furlough NTE |
| LTO | Long Term Disability | LTO - Long Term Disability | 460 - LWOP NTE |
| PAY | Pay Rate Change | ADJ - Adjustment ALD - Change in Allowance/Differential AUO – Begin AUO AUT – Terminate AUO AVP - Availability Pay COL - Cost-of-Living GMW - GM WGI MER - Merit OTH - Other QSI - Quality Increase SPG - Step Progression TGR - Termination of Grade Retention WGI – Within Grade Increase | 810 - Change in Allowance/Differential 818 - AUO 819 - Availability Pay 850 - MD/DDS Special Pay 855 - Head Nurse Pay 866 - Termination of Grade Retention 867 - Interim WGI 868 - Termination of Interim WGI 891 - GM WGI 892 - Quality Inc 893 - WGI 894 - Pay Adj 895 - Locality Payment 899 - Step Adjustment |
| PLA | Paid Leave of Absence | PDR – Pending Disability Retirement PTD – Partial/Total Disability SEA – Seasonal | 480 – Sabbatical NTE |
| POS | Position Change | CAO - Position Change – CAO COC – Change in Occupational Code CON – Change in Org Name CSA – Change in Sub-Agency CSO – Change Sub-Agency & Org Name CSV – Change in supervisor EMP - Employee Request FPP - Failed Probationary Period ILR - In Lieu of RIF INA - Position Inactivated JRC - Job Re-Classification NCS - Issuance of New Class Standard NEW - New Position OTH - Other PRO – Promotion REA – Realignment RED – Reorganization REL – Realignment - CAO RIF - Resulting from RIF RSG – Reassignment STA - Position Status Change TTL – Title Change UPD – Position Data Update XFR – Transfer | 500 - Conversion to Career Appt 721 – Reassignment 740- Position Change 790 - Realignment 933 – Change in Title |
| PRO | Promotion | CAO – Promotion - CAO CMP - Competitive Promotion CNT - Conversion to Appointment NTE CNV - Conversion – CAO CPT - Conversion to Appointment ECM - Exception to Competition ECR - Exception to Competition in Lieu of RIF | 500 - Conv to Career Appt 501 - Conv to Career-Cond Appt 507 - Conv to Emergency Appt 508 - Conv to Term Appt NTE 512 - Conv to Term Appt - PER 515 - Conv to Appt NTE 520 - Conv to O/S Ltd Appt |

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|-----|------------------------------------|--|--|
| | | EXC - Promotion Excepted Service FAI - Failure to Receive Proper Consideration NCP - Normal Career Progression NTE - Promotion NTE OTH – Other RFR – Reclassification RPR - Re-Promotion (Exception to Comp) RTL - Removal of Time Limitation UPG – Upgrade | 522 - Conv to O/S Ltd Appt NTE 524 - Conv to Appt - Status Quo 540 - Conv to Reins-Career 541 - Conv to Reins-Career-Cond 542 - Conv to SES Career Appt 543 - Conv to Reins-SES Career 546 - Conv to SES Noncareer Appt 548 - Conv to SES Ltd Term Appt NTE 549 - Conv to SES Ltd Emergency Appt NTE 570 - Conv to Exe Appt 571 - Conv to Exe Appt NTE 590 - Conv to Provisional Appt NTE 702 - Promotion 703 - Promotion NTE |
| REC | Return from Suspension/Furlough | RTD - Return to Duty | 292 - Return to Duty |
| REH | Rehire | CMP - Competitive Appointment ECA - Expert/Consultant Appointment EMG - Emergency Appointment EXC - Excepted Service Appointment EXO - Executive Level Appointment FNA - Foreign National Appointment IPA - Intergovernmental Personnel Act MIL – Military OVS - Overseas Limited Appointment RES - Reinstatement/Reemployment RRR - Restoration/Reemployment Right SCH - Schedule A, B, C Appointment SES - Senior Executive Service Appt STQ - Appointment Status Quo TMP - Temporary Appointment TRN – Trainee VOL - Volunteer Appointment VRA - VRA Appointment XFR – Transfer from Agency | 100 - Career Appt 101 - Career-Cond Appt 107 - Emergency Appt 108 - Term Appt NTE 112 - Term Appt - PER 115 - Appt NTE 120 - O/S Ltd Appt 122 - O/S Ltd Appt NTE 124 - Appt – Status Quo 130 - Transfer 132 - Mass Transfer 140 - Reins-Career 141 - Reins-Career-Cond 142 - SES Career Appt 143 - Reins-SES Cond 145 - Transfer SES Career 146 - SES Noncareer Appt 147 - Transfer SES Noncareer 148 - SES Ltd Term Appt NTE 149 - SES Ltd Emergency Appt NTE 170 - Exc Appt 171 - Exc Appt NTE 190 - Provisional Appt NTE 198 - Interim Appt in Nonduty Status 199 - Interim Appt 500 – Conv to Career Appt 501 – Conv to Career – Cond Appt 507 – Conv to Emergency Appt 508 – Conv to Temp Appt NTE 512 – Conv to Temp Appt-Per 515 – Conv to Appt NTE 540 – Conv to Reins-Career 541 – Conv to Reins-Career-Cond 542 – Conv to SES Career Appt 543 – Conv to Reins-SES Career 546 – Conv to SES Noncareer Appt 548 – Conv to SES Ltd Term Appt NTE 549 – Conv to SES Ltd Emergency Appt NTE 570 – Conv to Exc Appt 571 – Conv to Exc Appt NTE 590 – Conv to Provisional Appt 702 – Promotion 703 – Promotion NTE 713 – Change to Lower Grade 721 – Reassignment 740 – Position Change 741 – Position Change NTE 997 – Administrative Accession |
| RET | Retirement | DIS – Disability ERT - Early Retirement (Special Option) | 300 - Retirement - Mandatory 301 - Retirement - Disability |

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|-----|-----------------------|---|--|
| | | ILI - Retired - ILIA Adverse Action MAN – Mandatory RET – Retired RVL - Retired – Voluntary | 302 - Retirement - Voluntary 303 - Retirement - Special Option 304 - Retirement - ILIA |
| RFL | Return from LWOP | RFL - Return from LWOP | 280 - Placement in Pay Status 292 - Return to Duty 293 - Return to Pay Status |
| STO | Short Term Disability | STD - Short Term Disability | 460 - LWOP NTE |
| SUS | Suspension | DAC - Disciplinary Action DSB - Disorderly Behavior ILA - Illegal Action IND - Suspension – Indefinite NTE - Suspension NTE | 450 - Suspension NTE 452 - Suspension - Indefinite |
| TER | Termination | ADM – Administration Separation ATT – Attendance CHI – Child/House Care CON – Misconduct DEA – Death DIS – Dishonesty DPP – During Probationary/Trial Period DSC – Discharge EES – Dissatisfied w/Fellow Employee EFT – End of Fixed-Term Contract ELI – Elimination of Position EXP – Expiration of Appointment FAM – Family Reasons HEA – Health Reasons HRS – Dissatisfied with Hours ILL – Illness in Family INS – Insubordination JOB – Job Abandonment LOC – Dissatisfied with Location LOW – Lack of Work/Funds LVE – Failure to Return from Leave MAR – Marriage MIS – Misstatement on Application MSP – Directed by MSPB MUT – Mutual Consent OTH – Other OTP – Resignation - Other Position PAY – Dissatisfied with Pay PER – Personal Reasons POL – Dissatisfied w/Comp. Policies PRM – Dissatisfied w/Promotion Opps PTD – Partial/Total Disability RAT - Retired from Affiliate RED – Staff Reduction REF – Refused Transfer REL – Relocation RES – Resignation RET – Return to School RIL – Resignation – ILIA RLS – Release RMV – Removal SEC – National Security SUP – Dissatisfied with Supervision TAR – Tardiness TRA – Transportation Problems TYP – Dissatisfied with Type of Work UNS – Unsatisfactory Performance VIO – Violation of Rules VSP – Voluntary Separation Program WOR – Dissatisfied with Work Conditions XFR – Transfer Appt In | 312 - Resignation - ILIA 317 – Resignation 330 - Removal 350 – Death 351 – Termination - Sponsor Relocating 352 – Termination Appt in 353 – Separation - US 355 – Termination - Exp of Appt 356 – Separation - RIF 357 – Termination 385 – Term during prob/trial period 390 – Separation - Appt in 500 – Conv to Career Appt 501 – Conv to Career-Cond Appt 507 – Conv to Emergency Appt 508 – Conv to Term Appt NTE 512 – Conv to Term Appt – PER 515 – Conv to Appt NTE 540 – Conv to Reins-Career 541 – Conv to Reins-Career-Cond 542 – Conv to SES Career Appt 543 – Conv to Reins-SES Career 546 – Conv to SES Noncareer Appt 548 – Conv to SES Ltd Term Appt NTE 549 – Conv to SES Ltd Emergency Appt NTE 570 – Conv to Exc Appt 571 – Conv to Exc Appt NTE 590 – Conv to Provisional Appt NTE 702 – Promotion 703 – Promotion NTE 713 – Change to Lower Grade 721 – Reassignment 740 – Position Change 741 – Position Change NTE 903 – Administration Separation |

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|-----|-------------------------|--|--|
| | | ZCL – Change to Lower Grade – CAO ZCV – Conv to Appt – CAO ZPC – Position Change – CAO ZPR – Promotion – CAO ZRS – Reassignment – CAO | |
| XFR | Reassignment/Conversion | CAO - Conv to Appointment - CAO CRM - Competitive Reassignment CTA - Conv to Appointment EER - Employee Request EXC - Exception to Competition FPP - Failed Managerial/Supervisory Period ILR - In Lieu of RIF MRR - Manager Request MSP - MSPB Decision NCS - Issuance of New Classification Standards OMB - Resulting from OMB Circular A-76 PRO - Promotion PSC - Position Change - CAO PSN - Position Change RCA - Reassignment - CAO RCL - Resulting from Reclassification REA - Realignment RIF - RIF RLC - Realignment - CAO ROR - Reorganization ROT - Reassignment (Other) RPL - Resulting from RPL, CTAP, ICTAP SES - Senior Executive Service Appt VRA - VRA Appointment | 500 - Conv to Career Appt 501 - Conv to Career-Cond Appt 507 - Conv to Emergency Appt 508 - Conv to Term Appt NTE 512 - Conv to Term Appt – PER 515 - Conv to Appt NTE 520 - Conv to O/S Ltd Appt 522 - Conv to O/S Ltd Appt NTE 524 - Conv to Appt-Status Quo 540 - Conv to Reins-Career 541 - Conv to Reins-Career-Cond 542 - Conv to SES Career Appt 543 - Conv to Reins-SES Career 546 - Conv to SES Noncareer Appt 548 - Conv to SES Ltd Term Appt NTE 549 - Conv to SES Ltd Emergency Appt NTE 570 - Conv to Exc Appt 571 - Conv to Exc Appt NTE 590 - Conv to Provisional Appt NTE 721 – Reassignment 740 - Position Change 741 - Position Change NTE 790 – Realignment |

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- YA1 Reason for furlough: Lack of appropriations for personnel.
- YA5 Cancellation action and restoration of the lost pay in accordance with the Secretary of Energy's memorandum entitled "Restoring pay lost during furlough."
- YJ1 Entitled to ***** percent COLA in addition to base salary.
- YJ2 COLA subject to annual OPM review.

For Internal Use in DOE (Zxx)

- Z01 *****.
- Z02 *****.
- Z03 *****.
- Z05 Corrects the following Non SF-50 data element(s): *****.
- Z67 Corrects item 12 from *****, item 12A from *****, item 12B from *****, item 12C from *****, item 12D from *****, item 20 from *****, item 20A from *****, item 20B from *****, item 20C from *****, and item 20D from *****.
- Z68 Corrects item 12 from *****, item 12A from *****, item 12B from *****, item 12C from *****, item 20 from *****, item 20A from *****, item 20B from ***** and item 20C from *****.
- Z69 Corrects item 12 from *****, item 12A from *****, item 12C from *****, item 20 from *****, item 20A from ***** and item 20C from *****.
- Z70 Corrects item 12 from *****, item 12A from *****, item 12C from *****, item 12D from *****, item 20 from *****, item 20A from *****, item 20C from ***** and 20D from *****.
- Z71 Corrects Legal Authority Description for Legal Authority Code ZLM as it appeared in Block 5D or 5F on the Pay Adjustment action corrected.
- Z72 This action is taken in accordance with pay provisions of the SES pay-for-performance system established under Section 1125 of the Fiscal Year 2004 National Defense Authorization Act (Public Law 108-136, 11/24/03) that eliminates SES locality pay and replaces the six-level SES pay system with a single pay band system.
- Z73 Pay adjustment approved retroactively to **-*-**. This action corrects Total Salary, Basic Pay, Locality Adj, Adj Basic Pay and Other Pay in Blocks 20, 20A, 20B, 20C, 20D.
- Z74 Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Adj Basic Pay, and Other Pay in Blocks 12, 12A, 12C, 12D, and/or Blocks 20, 20A, 20C, 20D.
- Z75 Pay adjustment approved retroactively to **-*-**. This action corrects Total Salary, Basic Pay, Locality Adj, and Adj Basic Pay in Blocks 20, 20A, 20B, 20C.

- Z76 Pay adjustment approved retroactively to **-**-**. This action corrects Total Salary, Basic Pay, Adj Basic Pay, and Other Pay in Blocks 20, 20A, 20C, 20D.
- Z77 Pay adjustment approved retroactively to **-**-**. This action corrects Total Salary, Basic Pay and Adj. Basic Pay in Blocks 20, 20A, 20C.
- Z78 Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, and Adj Basic Pay in Blocks 12, 12A, 12C, and/or Blocks 20, 20A, 20C.
- Z79 Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Locality Adj, and Adj Basic Pay in Blocks 12, 12A, 12B, 12C, and/or Blocks 20, 20A, 20B, 20C.
- Z80 Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, Locality Adj, Adj Basic Pay, and Other Pay in Blocks 12, 12A, 12B, 12C, 12D, and/or Blocks 20, 20A, 20B, 20C, 20D.
- Z81 Pay adjustment approved retroactively to (insert date).
- Z82 Locality adjustment approved retroactively to (insert date). This action corrects Total Salary, Locality Adj, Adj Basic Pay, and Other Pay in Blocks 12, 12B, 12C, 12D, and/or Blocks 20, 20B, 20C, 20D.
- Z83 Locality adjustment approved retroactively to (insert date). This action corrects Total Salary, Locality Adj, Adj Basic Pay in Blocks 12, 12B, 12C, and/or Blocks 20, 20B, 20C.
- Z84 Pay adjustment approved retroactively to (insert date). This action corrects Total Salary, Basic Pay, and Adj Basic Pay in Blocks 12, 12A, 12C, and/or Blocks 20, 20A, 20C.
- Z85 Salary includes a locality increase only, no general increase percentage.
- Z86 Salary includes a general increase only - not entitled to locality pay.
- Z87 Employee is entitled to a “continued rate” (est. Jan. 1994 under 5 CFR 531.106 or 531.307), which is being increased by the dollar amount of the percentage in the employee’s underlying GS rate.
- Z88 Salary includes a retained rate (adjusted by 1/2 of the dollar amount of the increase in the maximum rate of basic pay payable for the grade of the employee’s current position) and a locality payment (or other geographic adjustment) for this area.
- Z89 Employee’s continued rate is terminated because the employee became entitled to a rate that exceeded the continued rate.
- Z90 Special Rate for Law Enforcement Officers under Section 403 of Public Law 101-59.
- Z91 This action implements an increase in your scheduled rate of pay.
- Z92 Salary includes a general increase of *** percent and a locality payment (or other geographic adjustment) applicable in this area.
- Z93 Salary includes a GS rate (increased by **** percent) plus a locality payment (or other geographic adjustment) applicable in this area. Employee’s underlying special rate, which is used for certain pay administration purposes, also is increased by **** percent.

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- Z94 Salary includes a special rate increase of **** percent. Employee receives no other adjustment because special rate provides highest pay entitlement.
- Z95 Salary includes a law enforcement special rate increase of **** percent and a locality payment (or other geographic adjustment) applicable in this area.
- Z96 Salary includes special performance-based increase for EN employees.
- Z97 Change in Competitive Area.
- Z98 Change in Competitive Level.
- Z99 Employee is entitled to Danger Pay at a rate of **%. This percentage is applied to basic pay.
- ZZA You have 30 days from the effective date of this SF-50 to register for the Department of Energy's reemployment priority list.
- ZZB Ineligible for consideration under the Department of Energy's Reemployment Priority Selection Program.
- ZZC Entitled to reemployment priority selection in the Department of Energy. You must apply for specific vacancies within 30 calendar days from the opening date of vacancy announcements. Entitlement under this program expires *****.
- ZZV Eligible to elect coverage under the Federal Employees Retirement System (FERS) within 6 months of the effective date of this personnel action. SF-3109 provided to employee.

14.8 Education Level Codes/Definitions

| Code | Definition |
|------|--|
| 01 | No formal education or some elementary school--did not complete. Elementary school means grades 1 through 8, or equivalent, not completed. |
| 02 | Elementary school completed--no high school. Grade 8 or equivalent completed. |
| 03 | Some high school--did not graduate. High school means grades 9 through 12 or equivalent. |
| 04 | High school graduate or certificate of equivalency. |
| 05 | Terminal occupational program--did not complete. Program extending beyond grade 12, usually no more than three years; designed to prepare students for immediate employment in an occupation or cluster of occupations; not designed as the equivalent of the first two or three years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training. |
| 06 | Terminal occupational program--certificate of completion, diploma or equivalent. See code 05 above for definition of terminal occupational program. Two levels are recognized: (1) The technical and/or semi-professional level preparing technicians or semiprofessional personnel in engineering and non-engineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical workers. |
| 07 | Some college--less than one year. Less than 30 semester hours or 45 quarter hours completed. |
| 08 | One year college. 30-59 semester hours or 45-89 quarter hours completed. |
| 09 | Two years college. 60-89 semester hours or 90-134 quarter hours completed. |
| 10 | Associate degree. 2-year college degree program completed. |
| 11 | Three years college. 90-119 semester hours or 135-179 quarter hours completed. |
| 12 | Four years college. 120 or more semester hours or 180 or more quarter hours completed--no baccalaureate (Bachelor's) degree. |
| 13 | Bachelor's degree. Requires completion of at least four, but no more than five, years of academic work; includes Bachelor's degree conferred in a cooperative plan or program that provides for alternate class attendance and employment in business, industry, or government to allow student to combine actual work experience with college studies. |
| 14 | Post-Bachelor's. Some work beyond (at a higher level than) the Bachelor's degree but no additional higher degree. |
| 15 | First professional. Signifies the completion of academic requirements for selected professions that are based on programs requiring at least two academic years of previous college work for entrance and a total of at least six academic years of college work for completion, e.g., Dentistry (D.D.S. or D.M.D.), Law (LL. B. or J.D.), Medicine (M.D.), Theology (B.D.), |

| Code | Definition |
|------|---|
| | Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). |
| 16 | Post-first professional. Some work beyond (at a higher level than) the first professional degree but no additional higher degree. |
| 17 | Master's degree. For liberal arts and sciences customarily granted upon successful completion of one (sometimes two) academic years beyond the Bachelor's degree. In professional fields, an advanced degree beyond the first professional but below the Ph.D., e.g., the LL.M.; M.S. in Surgery following the M.D.; M.S.D., Master of Science in Dentistry; M.S.W., Master of Social Work. |
| 18 | Post-Master's. Some work beyond (at a higher level than) the Master's degree but no additional higher degree. |
| 19 | Sixth-year degree. Includes such degrees as Advanced Certificate in Education, Advanced Master of Education, Advanced Graduate Certificate, Advanced Specialist in Education Certificate, Certificate of Advanced Graduate Study, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology. |
| 20 | Post-sixth year. Some work beyond (at a higher level than) the sixth-year degree but no additional higher degree. |
| 21 | Doctorate degree. Includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph. D. (or equivalent) in any field. Does not include the Doctor's degree that is a first professional degree, per code 15. |
| 22 | Post-Doctorate. Work beyond the Doctorate. |

14.29 Earnings Codes

| Administratively Uncontrollable Overtime % | Earnings Code |
|--|---------------|
| 10% | A10 |
| 15% | A15 |
| 25% | A25 |

| Availability Pay | Earnings Code |
|------------------|---------------|
| Availability Pay | AVL |

| Standby Premium | Earnings Code |
|-----------------|---------------|
| Standby Premium | B15 |

| Cost-of-Living A&D-NonForeign | Earnings Code |
|-------------------------------|---------------|
| 22% | C22 |
| 25% | C25 |

| Foreign Post Differential | Earnings Code |
|---------------------------|---------------|
| 5% | F05 |
| 10% | F10 |
| 15% | F15 |
| 20% | F20 |
| 25% | F25 |

| Danger Pay | Earnings Code |
|------------|---------------|
| 15% | G15 |
| 25% | G25 |

| Home Leave Authorized | Earnings Code |
|-----------------------|---------------|
| 5 | H05 |
| 10 | H10 |
| 15 | H15 |

| Post Allowance | Earnings Code |
|-------------------|---------------|
| 1 Family Member | P01 |
| 2 Family Members | P02 |
| 3 Family Members | P03 |
| 4 Family Members | P04 |
| 5 Family Members | P05 |
| 6 Family Members | P06 |
| 7 Family Members | P07 |
| 8 Family Members | P08 |
| 9 Family Members | P09 |
| 10 Family Members | P10 |
| 11 Family Members | P11 |
| 12 Family Members | P12 |
| 13 Family Members | P13 |
| 14 Family Members | P14 |
| 15 Family Members | P15 |

| Physician's Comparability Allowance | Earnings Code |
|-------------------------------------|---------------|
| Various Rates | PC0 |

| Retention Allowance % | Earnings Code |
|-----------------------|---------------|
| 1% | R01 |
| 1.5% | R0A |
| 2% | R02 |
| 2.5% | R0B |
| 3% | R03 |
| 3.5% | R0C |
| 4% | R04 |
| 4.5% | R0D |
| 5% | R05 |
| 5.5% | R0E |
| 6% | R06 |
| 6.5% | R0F |
| 7% | R07 |
| 7.5% | R0G |
| 8% | R08 |
| 8.5% | R0H |
| 9% | R09 |
| 9.5% | R0I |
| 10% | R10 |
| 10.5% | R1J |
| 11% | R11 |
| 11.5% | R1K |
| 12% | R12 |
| 12.5% | R1L |
| 13% | R13 |
| 13.5% | R1M |
| 14% | R14 |
| 14.5% | R1N |
| 15% | R15 |
| 15.5% | R1O |
| 16% | R16 |
| 16.5% | R1P |
| 17% | R17 |
| 17.5% | R1Q |
| 18% | R18 |

| Retention Allowance % | Earnings Code |
|-----------------------|---------------|
| 18.5% | R1R |
| 19% | R19 |
| 19.5% | R1S |
| 20% | R20 |
| 20.5% | R2T |
| 21% | R21 |
| 21.5% | R2U |
| 22% | R22 |
| 22.5% | R2V |
| 23% | R23 |
| 23.5% | R2W |
| 24% | R24 |
| 24.5% | R2X |
| 25% | R25 |
| Pay Period Amount * | R00 |

*** NOTE: If using a percentage will result in the employee exceeding the salary cap, continue to use the pay period dollar amount until further notice.**

| Supervisory Differential | Earnings Code |
|--------------------------|---------------|
| Various rates | S00 |